



Revised February 2021

Reasonable Adjustment Policy

Introduction

CTSN SCITT aims to meet the unique needs of every trainee, specifically by taking reasonable steps to ensure that disabled trainees and applicants are not put at a substantial disadvantage by comparison with trainees and applicants who are not disabled. This policy does not seek to cater for every situation but is intended as a general statement of our policy which sets out the principles underlying our approach to make adjustments for disabled trainees or staff and the factors the CTSN SCITT will take into account when considering requests for adjustments.

This policy applies to all:

- staff employed directly or indirectly to deliver services for the SCITT. This includes staff in all partnership schools
- SCITT trainees

This policy must be read and reviewed in conjunction with the CTSN SCITT's Equality and Diversity Policy, Recruitment Policy and Complaints Procedures.

Background

CTSN SCITT have a duty to make reasonable adjustments for trainees who are disabled under the Equality Act 2010 when they are put at a substantial disadvantage compared with trainees and applicants who do not have disabilities. The Act states:

You are disabled if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

It defines 'substantial' as:

more than minor or trivial, eg it takes much longer than it usually would to complete a daily task like getting dressed

It determines 'long-term' as:

12 months or more, eg a breathing condition that develops as a result of a lung infection

However, CTSN SCITT will give consideration to any trainee suffering from a temporary disability caused, for example, by an accident.

If necessary CTSN SCITT will endeavour to meet the unique needs of a disabled trainee by:

- making reasonable adjustments to our policies, criteria and practices

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- providing auxiliary aids and services

There is no standard definition of an auxiliary aid or service, but examples include:

- pieces of equipment
- extra staff assistance
- note-taking
- induction loops
- assistance with guiding
- audio-visual fire alarms
- readers

We are not required to remove or alter physical features to comply with the duty to make reasonable adjustments for disabled trainees. Similarly, we do not need to provide auxiliary aids for personal purposes unconnected with the education/training and services provided by the SCITT.

Procedure for requesting an adjustment

CTSN SCITT will carefully consider whether there is any adjustment it could make to overcome any substantial disadvantage suffered by a disabled trainee. However, often the best outcomes are achieved when we work with individuals and partner schools to think creatively about solutions.

Making a request for an adjustment

If you are disabled and you believe that you are being put at a substantial disadvantage compared with trainees without disabilities and there is an adjustment that we could make which would overcome this, please contact your course leader, setting out in full the reasons for the adjustment, the adjustment required and (if necessary) how the SCITT could put this into practice.

CTSN SCITT's response

In some cases, the SCITT will be able to agree to and implement the requested adjustment as soon as possible. In other cases, for example where the adjustment would be logistically difficult or more financially costly, we may need to consider in more detail how best to overcome the substantial disadvantage that the trainee is suffering and what measures it is reasonable for the SCITT to take. In these cases, the SCITT may seek input from mentors, tutors, subject leaders, other experts (such as doctors and/or educational psychologists) and the trainee.

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When considering whether it would be reasonable to make the adjustment, CTSN SCITT will take into account these factors:

- whether it would overcome the substantial disadvantage the disabled trainee is suffering
- the practicability of the adjustment
- the effect of the disability on the trainee
- the cost of the proposed adjustment
- CTSN SCITT and partnership schools' resources
- health and safety requirements
- the need to maintain training and teaching standards
- the interests of other trainees (and potential trainees)

Confidentiality

You may request that the existence or nature of your disability be treated as confidential by the SCITT. We will take any such request into account when considering whether an adjustment is reasonable.

Outcome

Once the SCITT has determined whether the relevant adjustment is reasonable, we will write to you, setting out the decision and the reasons.

If you are not happy with the decision

If you are not happy with the SCITT's decision about the reasonableness of the adjustment, you may lodge a complaint using the SCITT's Complaints Procedure.

Review

This Reasonable Adjustment Policy will be reviewed annually to assess its effectiveness by CTSN SCITT after consultation within appropriate stakeholders.

Policy review date: Spring Term 2022